

## Public Calendar Author Guide

Project Name: Public Meeting Calendar

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Platforms: Web

Agency: Secretary of the State

Author: Tim Whitney

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## Administration Tool

The Public Meeting Calendar administration tool is used by state agencies and the Secretary of the State's office (SOTS) to create and post meeting information (events) to a public website.

### User Roles and workflow

There are two roles:

An "Administrator" role—used strictly by SOTS—who will have the following rights in the system.

<b>Administrator Menu</b> Manage Users Manage Agencies Manage Locations
<b>Author Menu</b> Create a New Event List/Edit only my Meetings List/Edit all my Agency's Meetings Approved Locations Manage My Contact

The other role is "Author." This role enables agency personnel to post events with agendas and minutes, select venues, and edit their contact information. Authors cannot use the "Administrator Menu" they can use only the "Author Menu."

<b>Author Menu</b> Create a New Event List/Edit only my Meetings List/Edit all my Agency's Meetings Approved Locations Manage My Contact
---

**New Administrator Request:**

- Only SOTS employees will be administrators of the Public Meeting Calendar application.
- SOTS managers will send requests for new admin users to the primary SOTS administrator at [Taffy.Womack@ct.gov](mailto:Taffy.Womack@ct.gov).
- This SOTS Administrator will then send an email to [CTI\\_DevDesignTeam@egov.com](mailto:CTI_DevDesignTeam@egov.com) with the:
  - o Title "SOTS Calendar Admin User" in the subject line
  - o Name of the person
  - o Person's email address
- Connecticut Interactive will then load the information into the database and create a Userid and Password.
- Connecticut Interactive will then email the new user with the Userid and Password.
- SOTS will provide any training after the project.

**New Author User Request:**

- The SOTS administrator will collect the information needed from the agency requesting an ID. They will send an email to [CTI\\_DevDesignTeam@egov.com](mailto:CTI_DevDesignTeam@egov.com) with the:
  - o Title "SOTS Calendar Author User" in subject the line
  - o Name of the person
  - o Person's email address
  - o Names of agencies the author will create events for. If the agency is not in the system then the administrator will have to create a new record for that agency. Then the administrator will need to add the agency to the user id.
- Connecticut Interactive will then load the information into the database and create a Userid and Password.
- Connecticut Interactive will email the new user with the new Userid and Password.
- SOTS will provide any training after the two training sessions provided by Connecticut Interactive.

**Removal of a User:**

- The SOTS administrator will send an email to [CTI\\_DevDesignTeam@egov.com](mailto:CTI_DevDesignTeam@egov.com) with the:
  - o Title "SOTS Calendar USER removal" in subject line
  - o Name of the person
- Connecticut Interactive will remove the user from the database
- Connecticut Interactive will then email the administrator a confirmation of the removal.

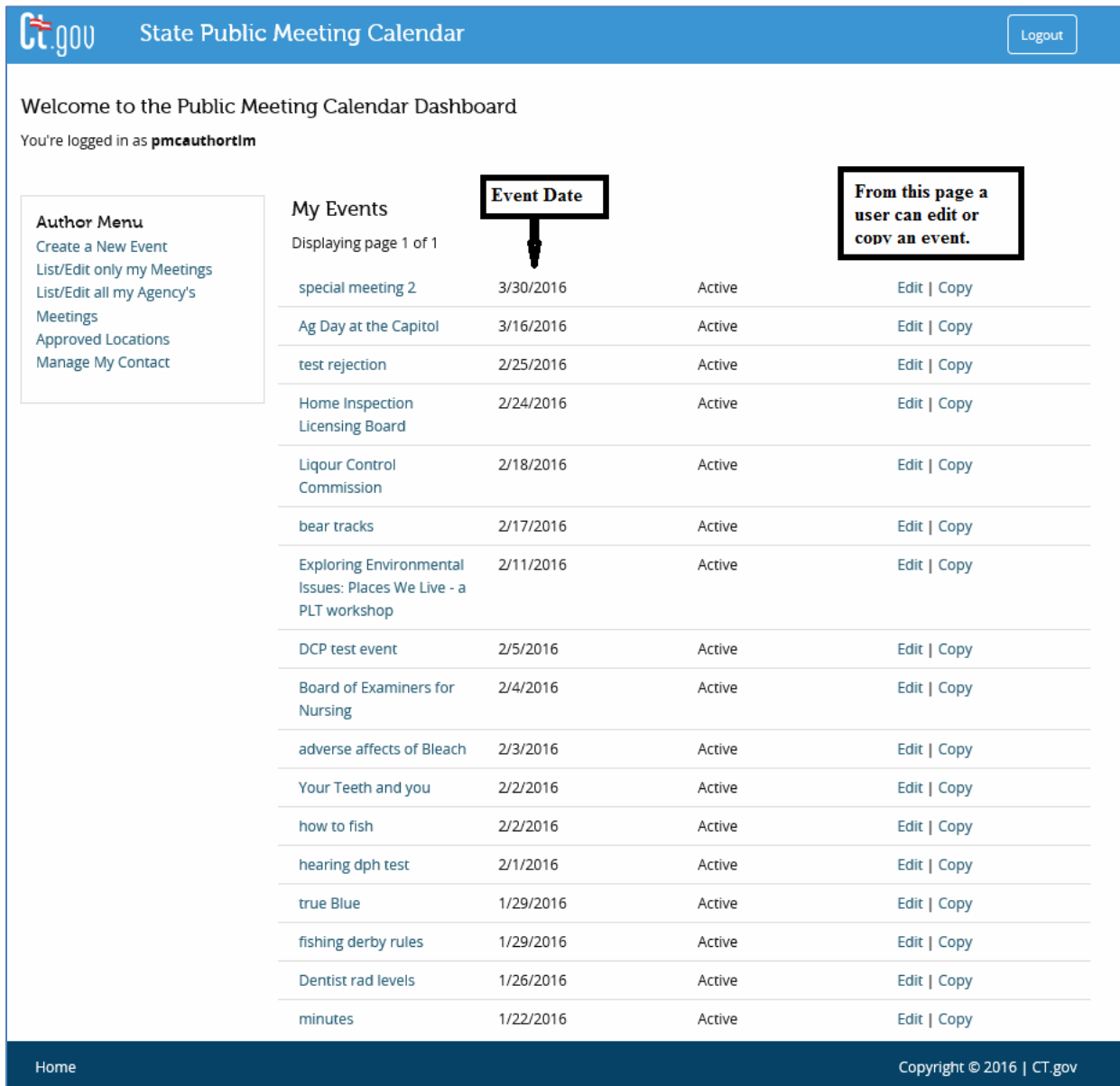
**Adding a new Group/Agency:**

- A new group or agency wishing to utilize the Public Meeting Calendar will email the SOTS administrator with the following mandatory information:
  - o The official group or agency name
  - o The group or agency website
  - o The agency name if the group is a subset of an agency
- The administrator will then create the new group/agency record using the administration tool.

## Workflow for EVENT Creation:

### Create an Event

This is the page an author will see when they log into the system.



**State Public Meeting Calendar** [Logout](#)

Welcome to the Public Meeting Calendar Dashboard

You're logged in as **pmcauthorit**

**Author Menu**

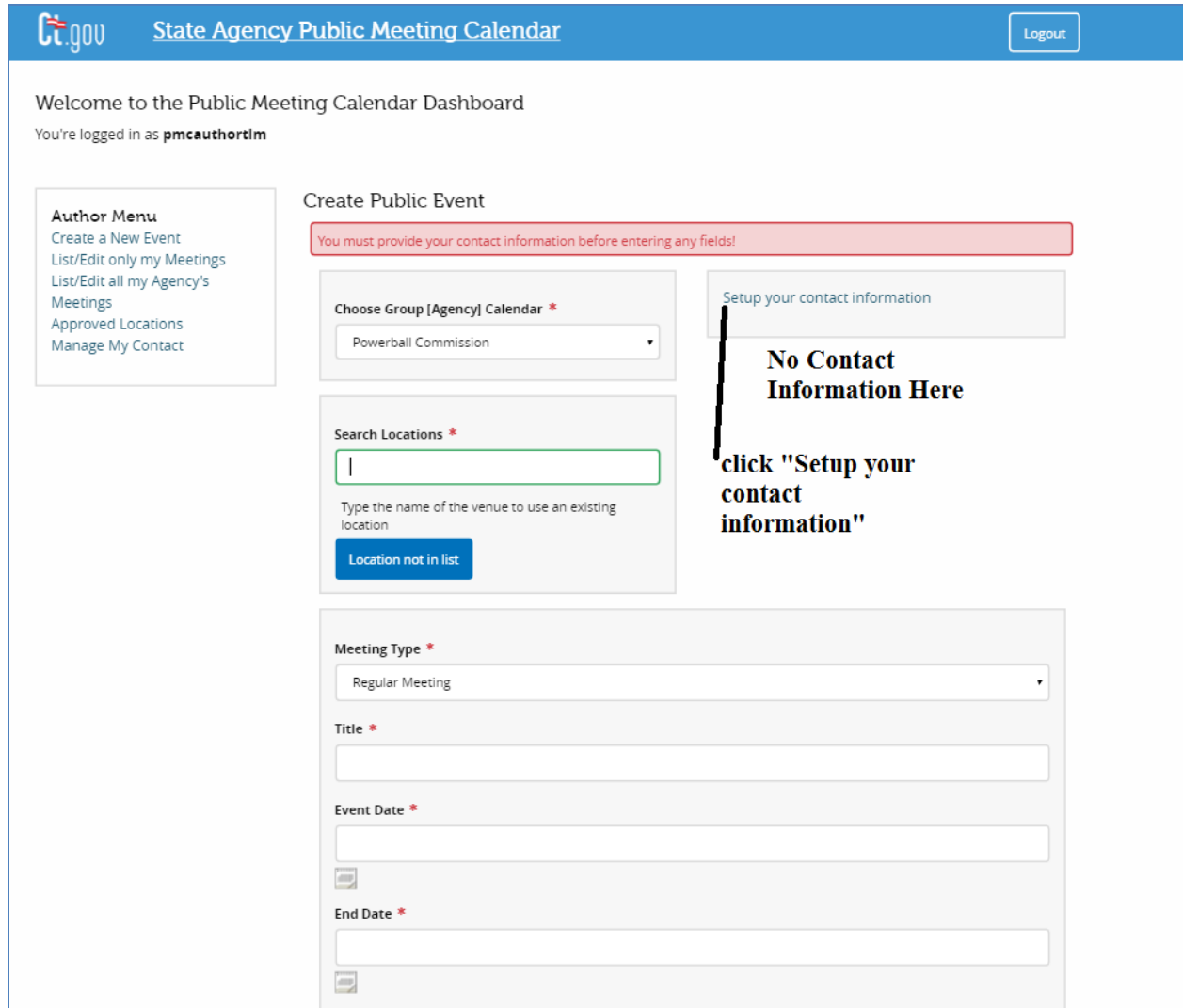
- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

**My Events**  
Displaying page 1 of 1

Event Name	Event Date	Status	Actions
special meeting 2	3/30/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Ag Day at the Capitol	3/16/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
test rejection	2/25/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Home Inspection Licensing Board	2/24/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Liquor Control Commission	2/18/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
bear tracks	2/17/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Exploring Environmental Issues: Places We Live - a PLT workshop	2/11/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
DCP test event	2/5/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Board of Examiners for Nursing	2/4/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
adverse affects of Bleach	2/3/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Your Teeth and you	2/2/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
how to fish	2/2/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
hearing dph test	2/1/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
true Blue	1/29/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
fishing derby rules	1/29/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Dentist rad levels	1/26/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
minutes	1/22/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>


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To create an "Event" an author will select "Create a New Event" in the side menu. If the user has not setup their contact information, they will see the following.



The screenshot shows the 'State Agency Public Meeting Calendar' dashboard. The header includes the 'ct.gov' logo, the page title, and a 'Logout' button. The main content area is titled 'Welcome to the Public Meeting Calendar Dashboard' and shows the user is logged in as 'pmcauthoritm'. On the left is an 'Author Menu' with options like 'Create a New Event' and 'Manage My Contact'. The main section is 'Create Public Event', which has a red error message at the top: 'You must provide your contact information before entering any fields!'. Below this is a 'Setup your contact information' button. A large black annotation with the text 'No Contact Information Here' and 'click "Setup your contact information"' points to this button. The form fields include: 'Choose Group [Agency] Calendar' (a dropdown menu showing 'Powerball Commission'), 'Search Locations' (a text input field with a placeholder and a 'Location not in list' button), 'Meeting Type' (a dropdown menu showing 'Regular Meeting'), 'Title' (a text input field), 'Event Date' (a date input field), and 'End Date' (a date input field).

The user must update their contact information in order to create an event. The user should select "Manage My Contact" from the side menu to edit their contact information. When they do this, they will see the following screen.

 **State Agency Public Meeting Calendar** [Logout](#)

### Welcome to the Public Meeting Calendar Dashboard

You're logged in as **pmcauthortim**

**Author Menu**

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

**Manage My Contact Info** [Create New](#)

From here, the user should select "Create New" and the next screen will appear.

**Author Menu**

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

### Create Contact Info

[Back to List](#)

**Contact Name \***

**Address Line 1 \***

**Address Line 2**

**City \***

**State**

Connecticut

**Zip \***

**Phone**

**Email**

**Is Default?**

☐

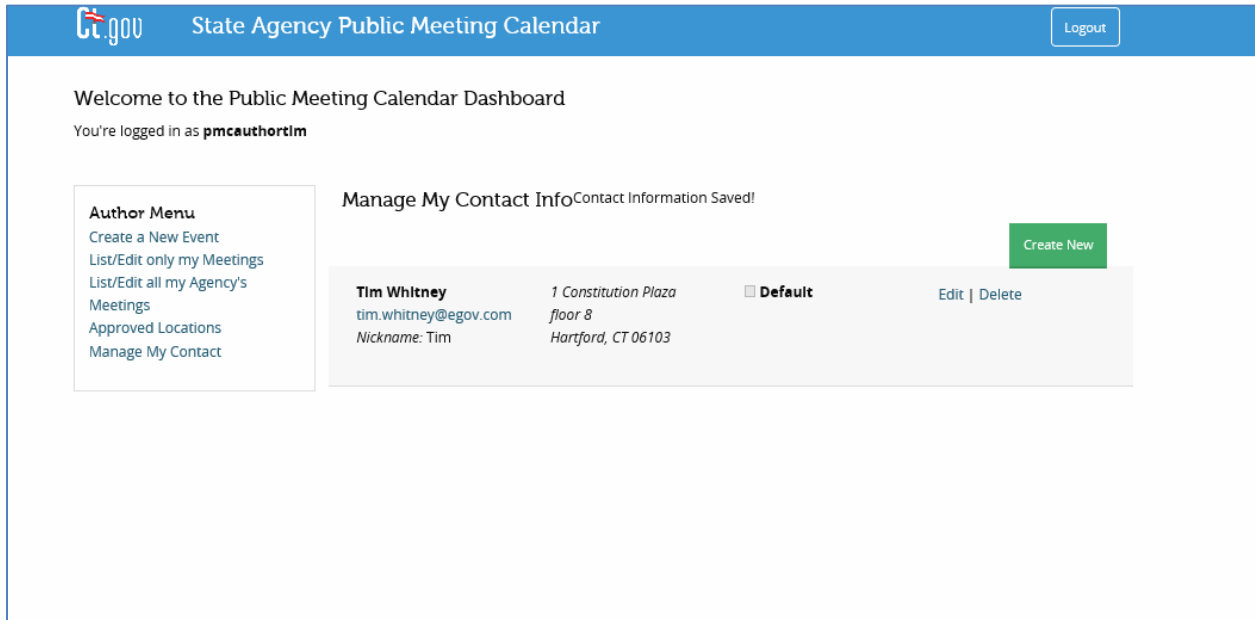
**Nickname \***

*Provide a nickname for this contact information*

[Create](#) [Cancel](#)




The fields with "\*" (an asterisk) next to them are required fields. Fill in the fields and press "Create" and it will take you to following page. Notice you can edit and delete your contact information.



The screenshot shows the 'State Agency Public Meeting Calendar' dashboard. At the top, there's a blue header with the 'ct.gov' logo, the title 'State Agency Public Meeting Calendar', and a 'Logout' button. Below the header, a welcome message reads 'Welcome to the Public Meeting Calendar Dashboard' and 'You're logged in as pmcauthortim'. On the left, an 'Author Menu' box contains links: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations', and 'Manage My Contact'. The main area is titled 'Manage My Contact Info' with a sub-header 'Contact Information Saved!'. It features a green 'Create New' button and a table with one contact entry for 'Tim Whitney'. The table columns are Name, Email, Address, and a checkbox for 'Default'. The contact details for Tim Whitney are: Email 'tim.whitney@egov.com', Address '1 Constitution Plaza, floor 8, Hartford, CT 06103', and Nickname 'Tim'. There are 'Edit' and 'Delete' links for this contact.

Name	Email	Address	Default	Actions
Tim Whitney	tim.whitney@egov.com	1 Constitution Plaza floor 8 Hartford, CT 06103	<input type="checkbox"/> Default	Edit   Delete

Select "Create a New Event" from the side menu and the system will take you to the following screen. Notice that the contact information is displayed with no warning message.


**State Agency Public Meeting Calendar**

Logout

Welcome to the Public Meeting Calendar Dashboard

You're logged in as **pmcauthortim**

**Author Menu**

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

**Create Public Event**

**Choose Group [Agency] Calendar \***

Connecticut Sitting Council

**Search Locations \***

Type the name of the venue to use an existing location

Location not in list

**Meeting Type \***

Regular Meeting

**Title \***

**Event Date \***

**End Date \***

**Purpose \***

**Agenda File**

Browse...

**Minutes Being Taken**

☐

**Deaf Interpreter**

☐

**Video Conferencing**

☐

**Additional Info**

Create

Cancel

**Contact**

Tim Whitney

1 Constitution Plaza  
Hartford, CT 06103

**Available meeting types are "Regular", "Special", and "Emergency Special"**

**\* - denotes a mandatory field**

The fields with asterisks are required fields to create an Event. The user can also add an agenda by uploading it. There are checkboxes to note in the event details if there will be

minutes taken, a Deaf Interpreter available, video conferencing available. In addition there is a place to add additional information if the author chooses.

To select a location, the author can type the first few letters of a location and select from a drop down list. If the author does not know what locations are available, he can select "Approved Locations" in the side menu to see what venues exist. If the author cannot find the venue he or she needs, the author can create a new location.

### Create new location

To create a new location, select the "Location not in list" button on the Create Public Event screen and the "search location" box will expand. See below.

Search saved locations

Venue Name \*

Room \*

Phone

Comments

Handicapped Accessible

Address Line 1 \*

Address Line 2

City \*

State

Zip \*

County

**The fields with astericks by them are mandatory**

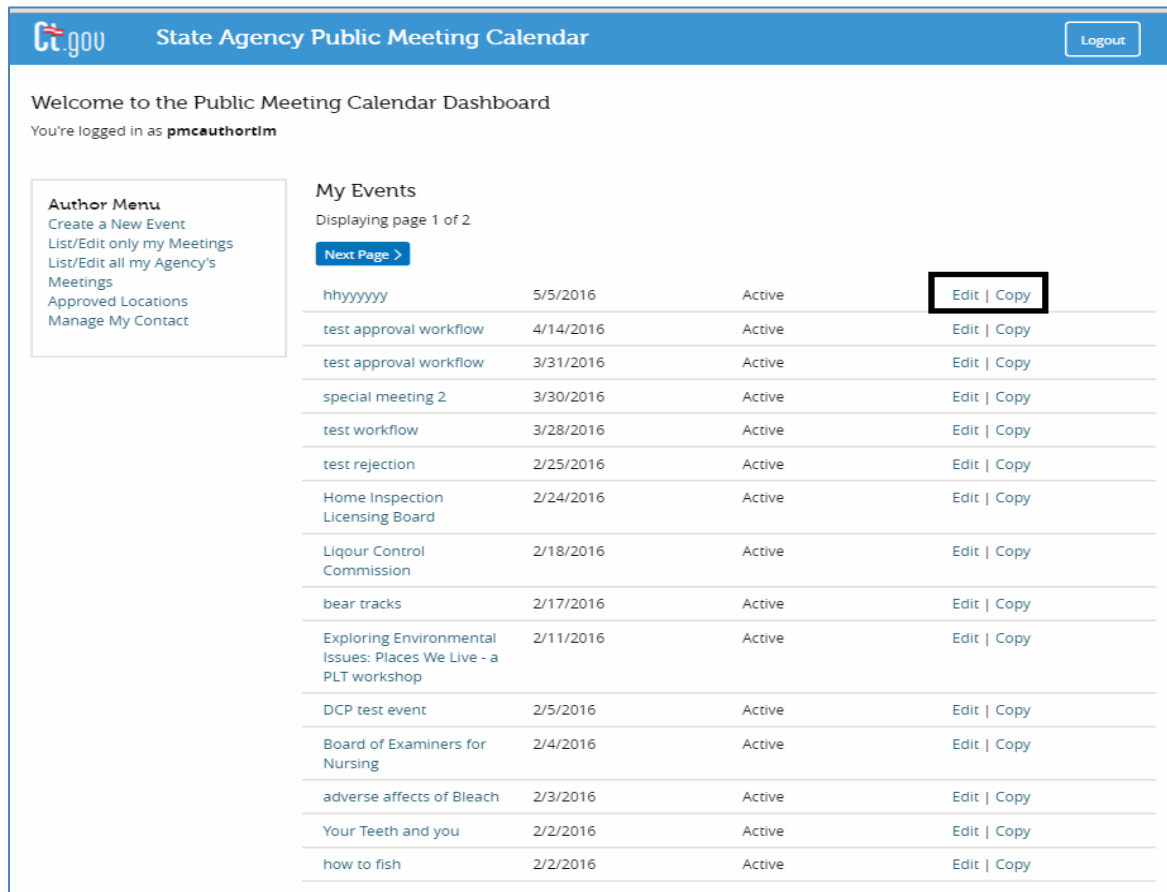
Public Meeting

Title

Once the author has entered all the mandatory fields for a new location as well as all the mandatory fields for an event, he or she can press the create button and both the event and location will be created bringing the user back to the "List My Events" page.

### Uploading Minutes after the Event

After the event has occurred, the author might want to post the minutes of the meeting. To do this the author should log into the Public Meeting Calendar Administration tool. The "My Events" page is the default page.



**State Agency Public Meeting Calendar**

Welcome to the Public Meeting Calendar Dashboard  
You're logged in as **pmcauthor@tim**

**Author Menu**  
[Create a New Event](#)  
[List/Edit only my Meetings](#)  
[List/Edit all my Agency's Meetings](#)  
[Approved Locations](#)  
[Manage My Contact](#)

**My Events**  
 Displaying page 1 of 2  
[Next Page >](#)

hhyyyyyy	5/5/2016	Active	<b>Edit   Copy</b>
test approval workflow	4/14/2016	Active	Edit   Copy
test approval workflow	3/31/2016	Active	Edit   Copy
special meeting 2	3/30/2016	Active	Edit   Copy
test workflow	3/28/2016	Active	Edit   Copy
test rejection	2/25/2016	Active	Edit   Copy
Home Inspection Licensing Board	2/24/2016	Active	Edit   Copy
Liquor Control Commission	2/18/2016	Active	Edit   Copy
bear tracks	2/17/2016	Active	Edit   Copy
Exploring Environmental Issues: Places We Live - a PLT workshop	2/11/2016	Active	Edit   Copy
DCP test event	2/5/2016	Active	Edit   Copy
Board of Examiners for Nursing	2/4/2016	Active	Edit   Copy
adverse affects of Bleach	2/3/2016	Active	Edit   Copy
Your Teeth and you	2/2/2016	Active	Edit   Copy
how to fish	2/2/2016	Active	Edit   Copy
hearing date test	2/1/2016	Active	Edit   Copy

Notice that an author has the capability to copy an event as well as edit it. To add minutes the author should select the "Edit" button. The "Edit Event" page will then appear. Scroll to the bottom of the page and you will see the following.

**Agenda**  
  
**Minutes Being Taken**  
☐  
**Deaf Interpreter**  
☐  
**Video Conferencing**  
☐  
**Additional Info**

Upload an agenda

Upload new minutes

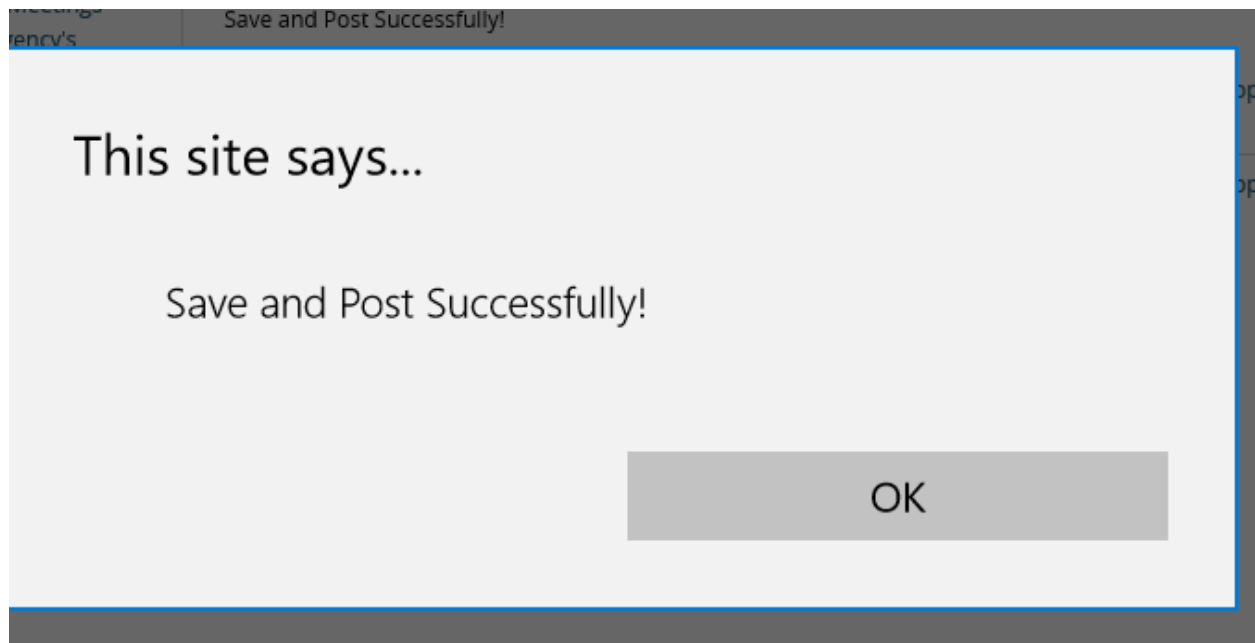
Select "Browse" next to "Upload new minutes" to open an explore menu and select a minutes file to upload from your computer.

**Documents library** Arrange by: Folder ▾

Status

Name	Date modified	Type	Size
Archive	1/15/2016 11:23 A...	File folder	
012916 SOTS Public Calendar Status Report	1/29/2016 10:11 A...	Microsoft PowerPoint Presentation	172 KB
SEC_of_ST_Calendar_Meeting_Notes_012816	1/29/2016 8:43 AM	Microsoft Word Document	81 KB
~\$C_of_ST_Calendar_Meeting_Notes_012816	1/27/2016 2:48 PM	Microsoft Word Document	1 KB
SEC_of_ST_Calendar_Meeting_Agenda_012816	1/27/2016 1:40 PM	Microsoft Word Document	80 KB
012216 SOTS Public Calendar Status Report	1/22/2016 11:33 A...	Microsoft PowerPoint Presentation	173 KB
SEC_of_ST_Calendar_Meeting_Notes_012116	1/21/2016 5:20 PM	Microsoft Word Document	81 KB
SEC_of_ST_Calendar_Meeting_Agenda_012116	1/20/2016 1:23 PM	Microsoft Word Document	80 KB
011516 SOTS Public Calendar Status Report	1/15/2016 2:51 PM	Microsoft PowerPoint Presentation	171 KB
SEC_of_ST_Calendar_Requirment_Notes	1/12/2016 4:07 PM	Microsoft Word Document	80 KB
SEC_of_ST_Calendar_Meeting_Agenda_011416	1/12/2016 3:55 PM	Microsoft Word Document	83 KB
SEC_of_ST_Calendar_Meeting_Agenda_011115	1/11/2016 4:08 PM	Microsoft Word Document	80 KB

You will then see the name of the minutes file in the text box next to "Browse". Click "Save and Post" and the following message box should appear.



Click "OK" to be taken back to the "My Events" page. Use the same process to post agendas. Post agendas after the event is created or at the time an event is made.

#### **Delete a Meeting**

If an author wishes to delete a meeting after it has been posted to the public website, then he or she must contact the SOTS administrator and have the administrator perform the function. The administrator does this by logging onto the administration tool and going to the "List My Events" page. The administrator will select "Delete" next to the event to be removed from display in the public calendar. The event will continue to appear in the author's "My Events" list, but it will be marked "Deleted" and will be available for viewing only.

#### **Cancel a Meeting**

Both authors and administrators can cancel meetings. Only meetings that have not yet occurred can be canceled. It is assumed that past events have taken place and therefore, cannot be canceled.

Minutes Being Taken

☐

Deaf Interpreter

☐

Video Conferencing

☐

Additional Info

Update

Cancel

Upload an agenda

Browse...

Save and Post

Cancel

Upload new minutes

Browse...

Save and Post

Cancel

Cancel this Meeting

Delete this Meeting

Here is a view of the Calendar detail showing the Event "-oral hygiene" (in the "Thursday 28" column) before cancel.

ct.gov

Public Meeting Calendar

Calendar View

List By Agency

Week of January 25

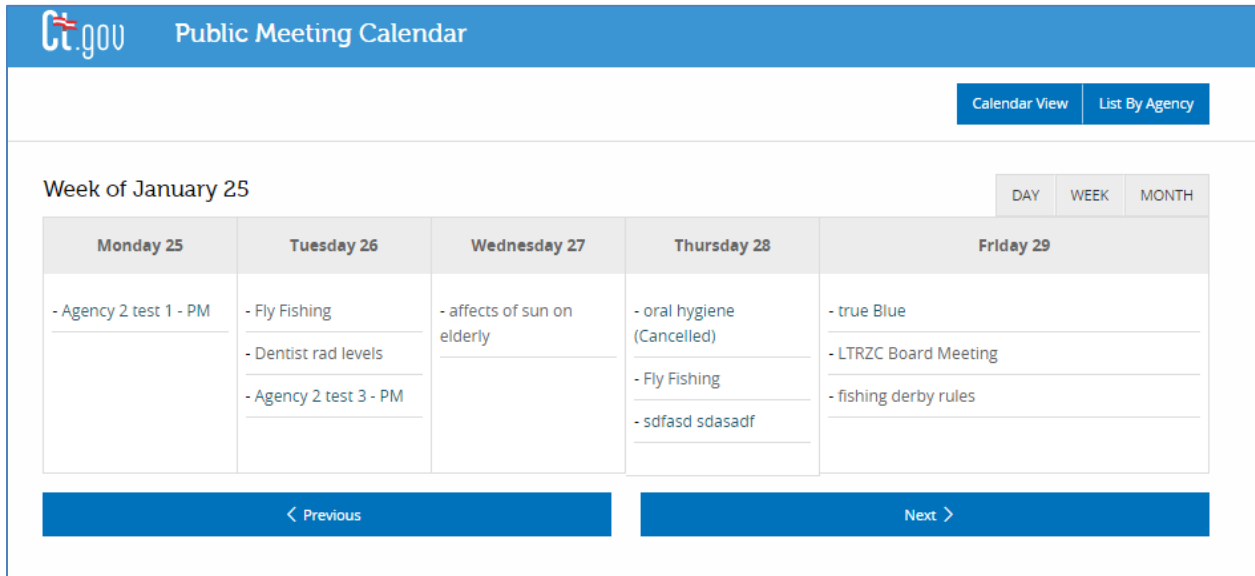
DAYWEEKMONTH

Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29
- Agency 2 test 1 - PM	- Fly Fishing	- affects of sun on elderly	- oral hygiene	- true Blue
	- Dentist rad levels		- Fly Fishing	- LTRZC Board Meeting
	- Agency 2 test 3 - PM		- sdfasd sdasadf	- fishing derby rules

< Previous

Next >

Once an event is "Cancelled", the event will still appear on the public calendar but the words "(Cancelled)" will appear under the title. See image below.



Public Meeting Calendar				
<a href="#">Calendar View</a> <a href="#">List By Agency</a>				
Week of January 25				
Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29
- Agency 2 test 1 - PM	- Fly Fishing	- affects of sun on elderly	- oral hygiene (Cancelled)	- true Blue
	- Dentist rad levels		- Fly Fishing	- LTRZC Board Meeting
	- Agency 2 test 3 - PM		- sdfasd sdasadf	- fishing derby rules
< Previous			Next >	

The event will still appear on the author's "My Events" list but it will remain cancelled.

## Other Author Functions

### [Link to use on agency web sites](#)

When a SOTS administrator creates an agency record, an "Agency Link" is composed as highlighted in the image below. The administrator should provide the author and/or the agency's webmaster with this link.



### Welcome to the Public Meeting Calendar Dashboard

You're logged in as **pmcadmintim**

#### Administrator Menu

- Manage Users
- Manage Agencies
- Manage Locations

#### Author Menu

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- [Manage My Contact](#)

#### Approver Menu

- Unpublished Events
- Unpublished Minutes

### Agency Details

#### Agency Link

<https://egov.ct.gov/PMC/#agency3>

Edit

Back to List

#### Group Name

Bristol-Burlington Health District

#### Group Website

<http://bbhd.org/>

#### Agency Name

### Agency Users

Display Name	User Id	Options
Charles Motes	charles.motes	<a href="#">Revoke Access</a>   <a href="#">Details</a>
Tim Whitney Admin	pmcadmintim	<a href="#">Revoke Access</a>   <a href="#">Details</a>

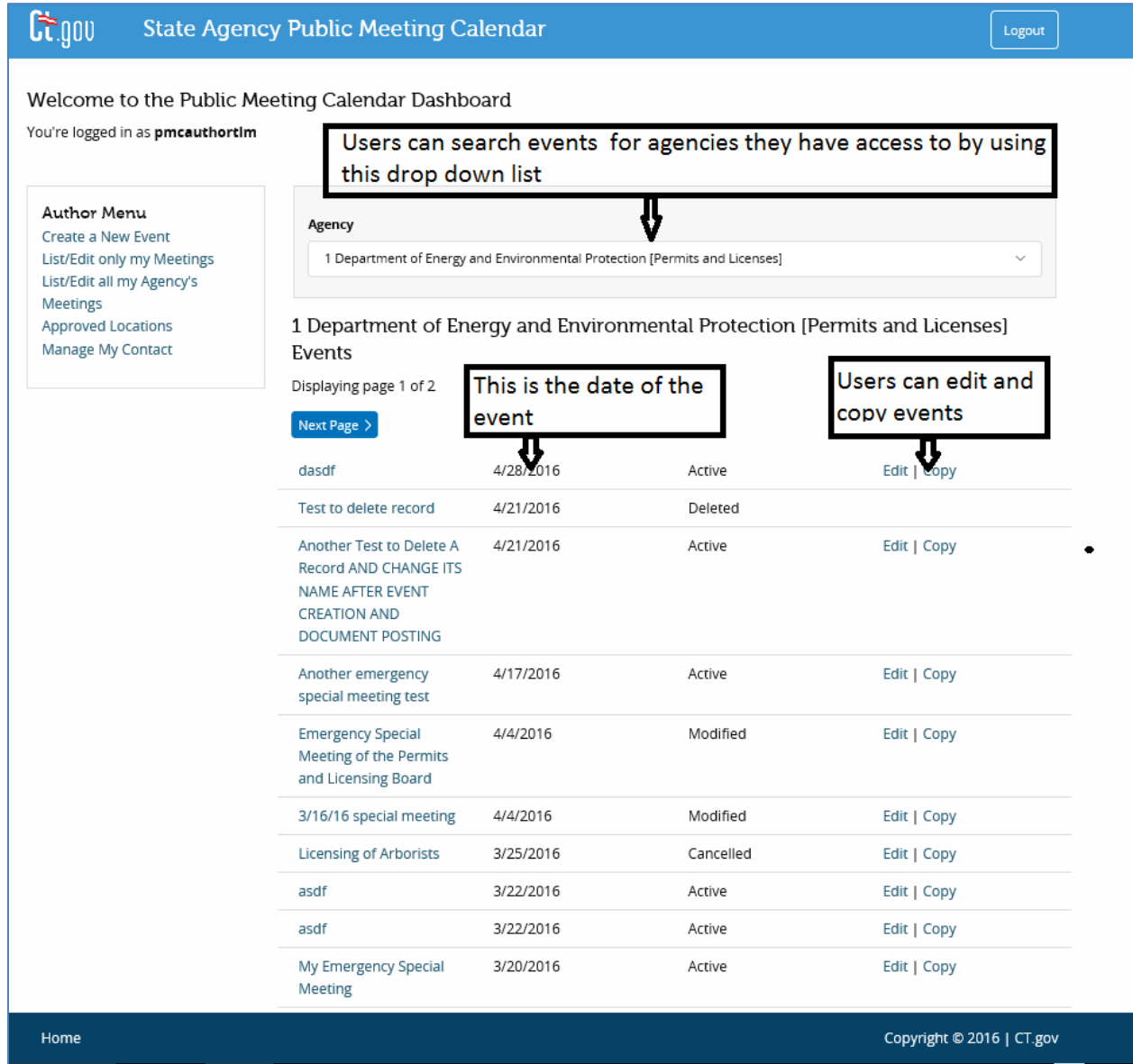
Edit

Back to List

This link can be placed on the agency's home page or other web pages. When a user clicks this link, they will be taken to the public calendar website with only that agency's events displayed.

## List/Edit all my Agency's Meetings

If an author with access rights to a particular agency would like to edit an event for that agency, even one she or he did not create, the author can use this function.



**State Agency Public Meeting Calendar** Logout

Welcome to the Public Meeting Calendar Dashboard  
You're logged in as **pmcauthor01m**

**Author Menu**

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

**Agency**

1 Department of Energy and Environmental Protection [Permits and Licenses]

**1 Department of Energy and Environmental Protection [Permits and Licenses] Events**

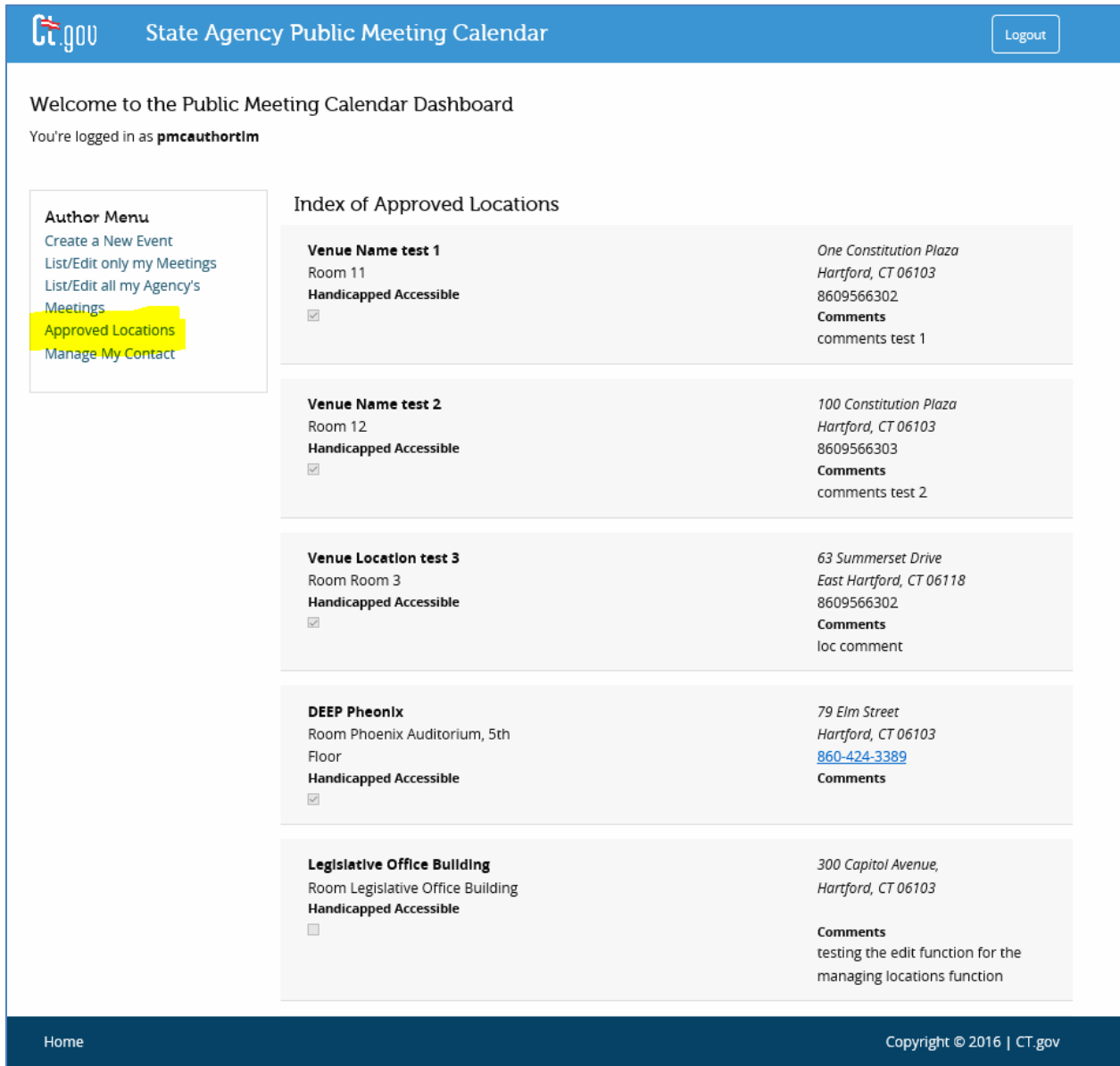
Displaying page 1 of 2 Next Page >

dasdf	4/28/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Test to delete record	4/21/2016	Deleted	
Another Test to Delete A Record AND CHANGE ITS NAME AFTER EVENT CREATION AND DOCUMENT POSTING	4/21/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Another emergency special meeting test	4/17/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
Emergency Special Meeting of the Permits and Licensing Board	4/4/2016	Modified	<a href="#">Edit</a>   <a href="#">Copy</a>
3/16/16 special meeting	4/4/2016	Modified	<a href="#">Edit</a>   <a href="#">Copy</a>
Licensing of Arborists	3/25/2016	Cancelled	<a href="#">Edit</a>   <a href="#">Copy</a>
asdf	3/22/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
asdf	3/22/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
My Emergency Special Meeting	3/20/2016	Active	<a href="#">Edit</a>   <a href="#">Copy</a>

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## List of Approved Locations

If an author would like to see what rooms are listed for a site, he or she can use the "Approved Locations" function shown in the side menu.




The screenshot shows the 'State Agency Public Meeting Calendar' dashboard. On the left, the 'Author Menu' is visible with the following items: 'Create a New Event', 'List/Edit only my Meetings', 'List/Edit all my Agency's Meetings', 'Approved Locations' (highlighted in yellow), and 'Manage My Contact'. The main content area is titled 'Index of Approved Locations' and lists five venues:

Venue Name	Room	Handicapped Accessible	Address	Phone	Comments
Venue Name test 1	Room 11	<input checked="" type="checkbox"/>	One Constitution Plaza Hartford, CT 06103	8609566302	Comments comments test 1
Venue Name test 2	Room 12	<input checked="" type="checkbox"/>	100 Constitution Plaza Hartford, CT 06103	8609566303	Comments comments test 2
Venue Location test 3	Room Room 3	<input checked="" type="checkbox"/>	63 Summerset Drive East Hartford, CT 06118	8609566302	Comments loc comment
DEEP Pheonix	Room Phoenix Auditorium, 5th Floor	<input checked="" type="checkbox"/>	79 Elm Street Hartford, CT 06103	<a href="tel:8604243389">860-424-3389</a>	Comments
Legislative Office Building	Room Legislative Office Building	<input type="checkbox"/>	300 Capitol Avenue, Hartford, CT 06103		Comments testing the edit function for the managing locations function

The footer of the dashboard includes a 'Home' link on the left and 'Copyright © 2016 | CT.gov' on the right.

Authors can use these locations when creating events. The just have to start typing the name of the venue and a list will appear with the names of the locations starting with the characters they type.



State Agency Public Meeting Calendar

Logout

Welcome to the Public Meeting Calendar Dashboard

You're logged in as **pmcauthor:tim**

**Author Menu**

- Create a New Event
- List/Edit only my Meetings
- List/Edit all my Agency's Meetings
- Approved Locations
- Manage My Contact

**Create Public Event**

**Choose Group [Agency] Calendar \***

1 Department of Energy and Environmental Pr...

**Contact**

Tim Whitney  
whitneys1@sbcglobal.net  
60 winterbrook rd  
wolcott, CT 06716

**Search Locations \***

VENUE

- Test New Venue - Room 50
- test venue3
- Venue Location test 3 - Room 3
- Venue Name = the building where the meeting will take place - Room = the meeting location in the Venue
- Venue Name test 1 - 11
- Venue Name test 2 - 12

--Select One--

**Title \***

**Event Date \***

**End Date \***

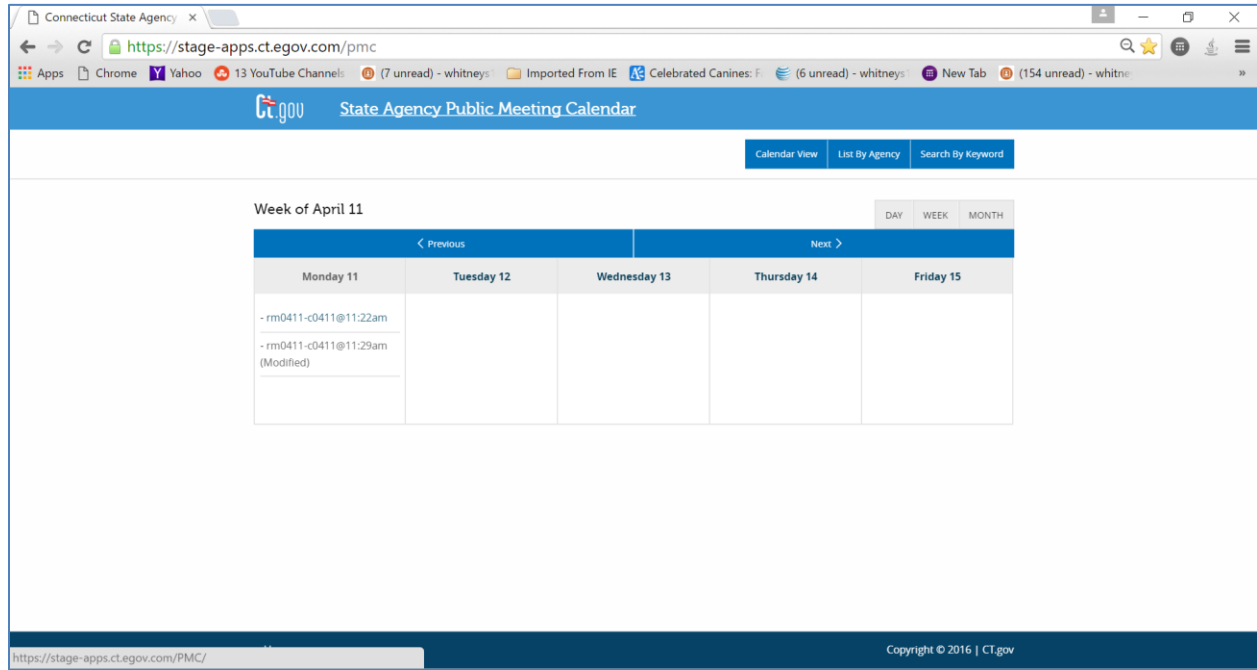
**Purpose \***

Home

Copyright © 2016 | CT.gov

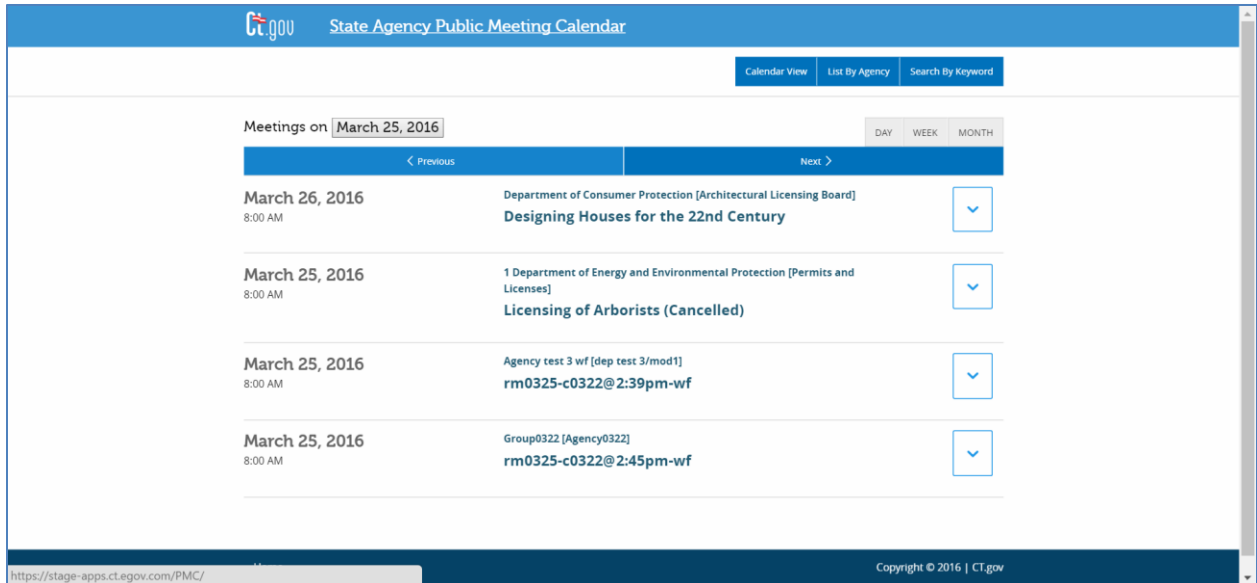
## Public Calendar Usage

### Calendar View



The Home page for the calendar will be the Week View. Users can find events on different weeks by using the "Previous" and "Next" buttons.

If "Day" is selected a page similar to the one below should appear with events showing for that specific day.

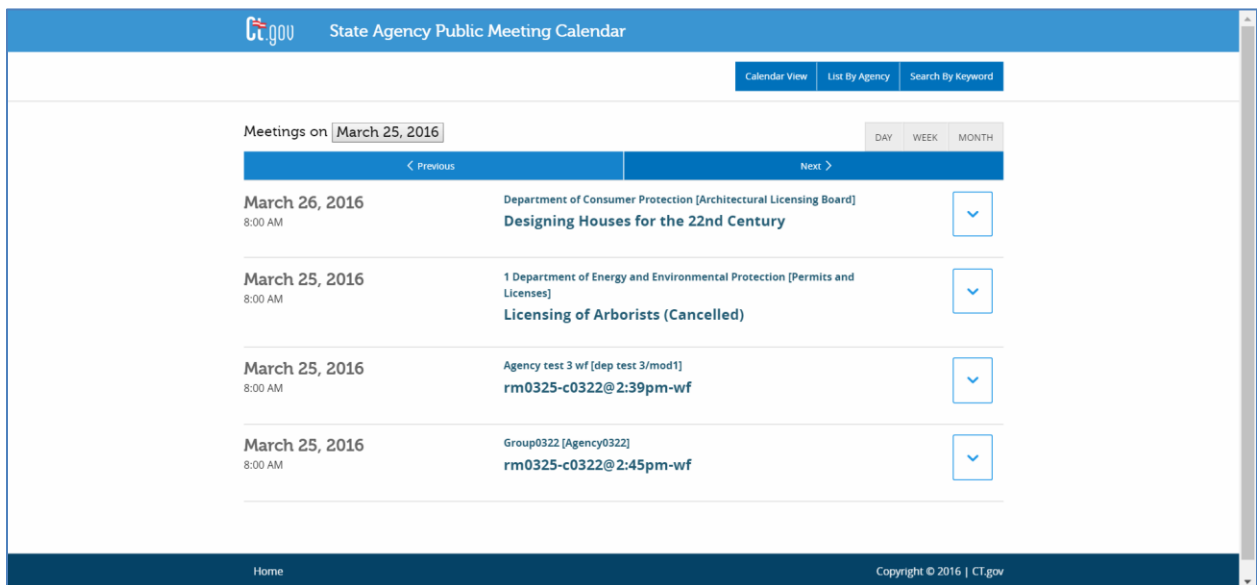


The screenshot shows the "State Agency Public Meeting Calendar" interface. At the top, there's a blue header with the "ct.gov" logo and the title "State Agency Public Meeting Calendar". Below the header, there are three tabs: "Calendar View" (selected), "List By Agency", and "Search By Keyword". The main content area shows "Meetings on March 25, 2016" with a date selector and navigation buttons for "Previous" and "Next". Below this, there's a list of four meetings, each with a date, time, agency name, meeting title, and a dropdown arrow.

Date	Time	Agency	Meeting Title
March 26, 2016	8:00 AM	Department of Consumer Protection [Architectural Licensing Board]	Designing Houses for the 22nd Century
March 25, 2016	8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	Licensing of Arborists (Cancelled)
March 25, 2016	8:00 AM	Agency test 3 wf [dep test 3/mod1]	rm0325-c0322@2:39pm-wf
March 25, 2016	8:00 AM	Group0322 [Agency0322]	rm0325-c0322@2:45pm-wf

At the bottom of the page, there's a footer with the URL "https://stage-apps.ct.gov.com/PMC/" and the copyright notice "Copyright © 2016 | CT.gov".

If "Month" is selected the following screen should appear showing events for a given month.

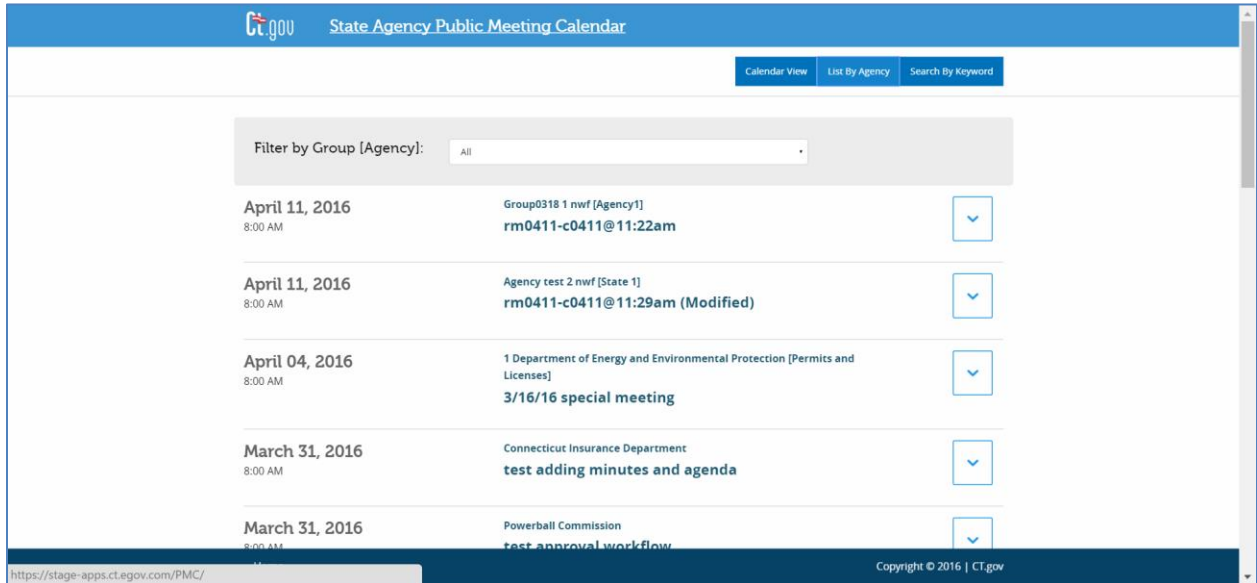


This screenshot is identical to the one above, showing the "State Agency Public Meeting Calendar" interface. The "Month" tab is selected, and the list of meetings for March 25, 2016, is displayed. The layout and content are the same as in the previous screenshot.

The listing of events will change by month using the "Previous" and "Next" buttons.

## List by Agency

If "List by Agency" is selected the following page should appear.

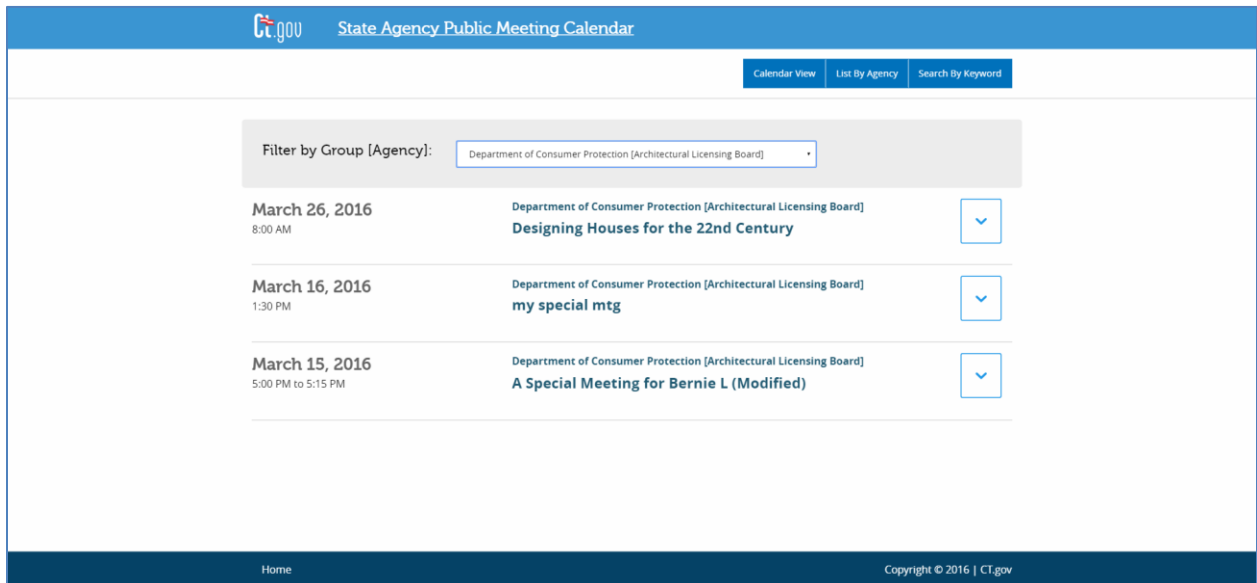


The screenshot shows the 'State Agency Public Meeting Calendar' interface. The 'List by Agency' tab is selected. The 'Filter by Group [Agency]:' dropdown is set to 'All'. The calendar displays a list of meetings:

Date	Time	Agency	Meeting Title
April 11, 2016	8:00 AM	Group0318 1 nwf [Agency1]	rm0411-c0411@11:22am
April 11, 2016	8:00 AM	Agency test 2 nwf [State 1]	rm0411-c0411@11:29am (Modified)
April 04, 2016	8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	3/16/16 special meeting
March 31, 2016	8:00 AM	Connecticut Insurance Department	test adding minutes and agenda
March 31, 2016	8:00 AM	Powerball Commission	test approval workflow

The URL at the bottom is <https://stage-apps.ct.gov.com/PMC/>. Copyright © 2016 | CT.gov

Users can filter the results by selecting different agencies from the drop down list.



The screenshot shows the 'State Agency Public Meeting Calendar' interface. The 'List by Agency' tab is selected. The 'Filter by Group [Agency]:' dropdown is set to 'Department of Consumer Protection [Architectural Licensing Board]'. The calendar displays a list of meetings:

Date	Time	Agency	Meeting Title
March 26, 2016	8:00 AM	Department of Consumer Protection [Architectural Licensing Board]	Designing Houses for the 22nd Century
March 16, 2016	1:30 PM	Department of Consumer Protection [Architectural Licensing Board]	my special mtg
March 15, 2016	5:00 PM to 5:15 PM	Department of Consumer Protection [Architectural Licensing Board]	A Special Meeting for Bernie L (Modified)


The footer shows 'Home' and 'Copyright © 2016 | CT.gov'.

## Event Detail

Select the expand button shown on the following screen and the event details will be displayed.

**February 04, 2016**  
1:00 PM to 3:00 PM

**Connecticut Siting Council**  
**Energy/telecommunications meeting in New Britain**



**EVENT SUBMITTED DATE**  
March 23, 2016


**MEETING LOCATION**  
Ten Franklin Square, New Britain Hearing rm 2  
Hearing Room 2  
  
Ten Franklin Square,  
New Britain, CT, 06050

**CONTACT**  
Tim Whitney  
  
1 Constitution Plaza  
Hartford, CT 06103


**MEETING PURPOSE**  
Status on upcoming dockets

**MEETING TYPE**  
Regular Meeting

**AGENDA**  

- [Download Agenda](#)  03/23/2016 03:55

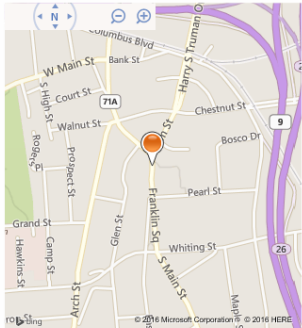
**MINUTES**  
The status of this minutes document is Revised.

- [Download Minutes](#)  03/31/2016 11:05

**ADDITIONAL INFORMATION**

[Return](#)
[See More Meetings from this Agency](#)

Change Date	Change Reason
3/23/2016	New



[Show traffic](#) | [Get Directions](#)

Expand and collapse button

Map will display if a valid address is provided

Any user can download available minutes or agendas.

The "Return" and "See More Meetings From this Agency" buttons are disabled in this view. The reason is because you have the "expand /collapse" buttons and you are already showing all the meetings from the agency.

To view other events in the results list for the agency you selected, use the collapse button to continue viewing the list.

To return to the calendar view for all agencies, click the "Calendar View" button on the top of the page and it will take you back to the calendar view.



**State Agency Public Meeting Calendar**

[Calendar View](#)
[List By Agency](#)
[Search By Keyword](#)

Meetings on **March 25, 2016**

DAY WEEK MONTH

< Previous

Next >

<b>March 25, 2016</b> 8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] <b>Licensing of Arborists (Cancelled)</b>	
<b>March 25, 2016</b> 8:00 AM	Agency test 3 wf [dep test 3/mod1] <b>rm0325-c0322@2:39pm-wf</b>	
<b>March 25, 2016</b> 8:00 AM	Group0322 [Agency0322] <b>rm0325-c0322@2:45pm-wf</b>	

<https://stage-apps.ct.egov.com/PMC/>

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Next, click on the event title for one of the events and you will see an event detail page similar to the one below.

**State Agency Public Meeting Calendar**

**March 30, 2016**  
8:00 AM

**Department of Rehabilitative Services**  
**CHOICES: TAX PREPARATION & INFORMATION & ASSISTANCE**

**EVENT SUBMITTED DATE**  
March 22, 2016

**MEETING LOCATION**  
HARTFORD PUBLIC LIBRARY main hall  
  
550 MAIN ST.  
HARTFORD, CT, 06103  
  
**CONTACT**  
Tim Whitney  
[whitneys1@sbcglobal.net](mailto:whitneys1@sbcglobal.net)  
  
60 winterbrook rd  
wolcott, CT 06716

**MEETING PURPOSE**  
educate on tax returns

**MEETING TYPE**  
Regular Meeting

**AGENDA**

**MINUTES**

**ADDITIONAL INFORMATION**

- Minutes will be taken
- Deaf interpreter available
- Video conference available

Show traffic | Get Directions |

[< Return](#)

[See More Meetings from this Agency](#)

**Change Date**

**Change Reason**

3/22/2016


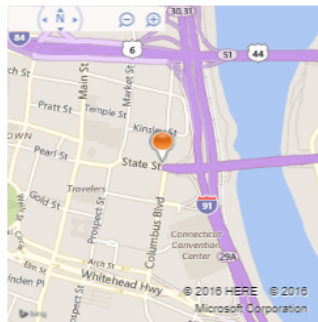
New

<b>EVENT SUBMITTED DATE</b> 5/3/2016 11:35 AM	<b>MEETING PURPOSE</b> To discuss whatever comes up.	<h2>Map not available</h2> <p><a href="#">Show traffic</a>   <a href="#">Get Directions</a>  </p> <div> <p>If the address can not be found then this message will be displayed.</p> <p>If agenda's or Minutes have been altered, the calendar captures all versions and the dates they were posted to the event.</p> </div>
<b>MEETING LOCATION</b> SOTS 2nd floor conference room  <i>Ye Old Phoenix Insurance Co. Building</i> 30 Trinity St Hartford, CT, 06106	<b>MEETING TYPE</b> Regular Meeting  <b>AGENDA</b> <ul style="list-style-type: none"> <li>Board-package.pdf <small>5/3/2016 11:39 AM</small></li> <li>Meeting Notice.pdf <small>5/3/2016 11:38 AM</small></li> <li>TRC-DCP-t2015REG2015-019A-PUB.PDF <small>5/3/2016 11:35 AM</small></li> </ul> <b>MINUTES</b>  <b>ADDITIONAL INFORMATION</b>	
<b>CONTACT</b> Gnu Contact  50 Zoo Drive Brooklyn, CT 00000		

[< Return](#)
[See More Meetings from this Agency](#)

**CHANGE DATE**      **CHANGE HISTORY**

Any changes to an event's details are captured, and previous versions of the event details can be viewed by selecting its adjacent expand/collapse button.


<b>May 11, 2016</b> 8:00 AM		<b>Agency test 2 nwf [State 1]</b> <b>rm0510-c0511@11:15pm (Cancelled)</b>	
<b>EVENT SUBMITTED DATE</b> 5/10/2016 12:15 PM	<b>MEETING PURPOSE</b> p1	 <p><a href="#">Show traffic</a>   <a href="#">Get Directions</a>  </p>	
<b>MEETING LOCATION</b> Venue Name test 1 1123  <i>One Constitution Plaza</i> Hartford, CT, 06103	<b>MEETING TYPE</b> Regular Meeting  <b>AGENDA</b>  <b>MINUTES</b>  <b>ADDITIONAL INFORMATION</b> <ul style="list-style-type: none"> <li>Wheelchair accessible</li> </ul>		
<b>CONTACT</b> PMCAuthor Pham phampmcauthor@egov.com 8609566302  63 Summerset Drive East Hartford, CT 06103			

[< Return](#)
[See More Meetings from this Agency](#)

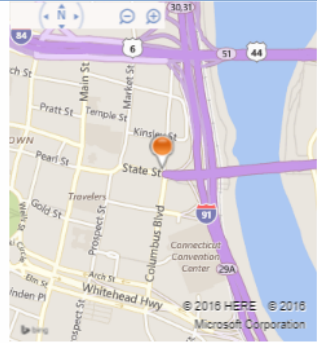

**CHANGE DATE**      **CHANGE HISTORY**

5/10/2016 12:17 PM      rm0510-c0511@11:15pm

Any changes to the event details are captured and you can look at previous versions of the event by clicking this expand button.



Here is the event with the history expanded. Notice that the previous version had a meeting location of "Venue Name test 1 11" and the current version shows "Venue Name test 1 1123"


<b>EVENT SUBMITTED DATE</b> 5/10/2016 12:15 PM  <b>MEETING LOCATION</b> Venue Name test 1 <b>1123</b>  <i>One Constitution Plaza Hartford, CT, 06103</i>  <b>CONTACT</b> PMCAuthor Pham phampmcauthor@egov.com 8609566302  <i>63 Summeret Drive East Hartford, CT 06103</i>	<b>MEETING PURPOSE</b> p1  <b>MEETING TYPE</b> Regular Meeting  <b>AGENDA</b>  <b>MINUTES</b>  <b>ADDITIONAL INFORMATION</b> <ul style="list-style-type: none"> <li>• Wheelchair accessible</li> </ul>	
<div> <a href="#">&lt; Return</a> <a href="#">See More Meetings from this Agency</a> </div>		
<b>CHANGE DATE</b>  5/10/2016 12:17 PM	<b>CHANGE HISTORY</b>  rm0510-c0511@11:15pm	
<b>EVENT DATE</b> 5/11/2016 8:00 AM  <b>EVENT SUBMITTED DATE</b> 5/10/2016 12:15 PM  <b>MEETING LOCATION</b> Venue Name test 1 <b>11</b>  <i>One Constitution Plaza Hartford, CT, 06103</i>  <b>CONTACT</b> PMCAuthor Pham phampmcauthor@egov.com 8609566302  <i>63 Summeret Drive East Hartford, CT 06103</i>	<b>GROUP [AGENCY]</b> Agency test 2 nwf [State 1]  <b>MEETING PURPOSE</b> p1  <b>MEETING TYPE</b> Regular Meeting  <b>ADDITIONAL INFORMATION</b> <ul style="list-style-type: none"> <li>• Wheelchair accessible</li> </ul>	

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## Keyword Search

You can use the Keyword search function on the calendar to look up events. You must enter at least three characters to perform a search. The search looks for any of the words you entered in the following fields:

Group/Agency Name	Contact Name	Location/Venue
Name	Event Type	Purpose
		Title


**State Agency Public Meeting Calendar**

[Calendar View](#)
[List By Agency](#)
[Search By Keyword](#)

<b>February 11, 2016</b> 9:00 AM to 12:00 PM	1 Department of Energy and Environmental Protection [Permits and Licenses] <b>Exploring Environmental Issues: Places We Live - a PLT workshop</b>	<input type="button" value="v"/>
<b>February 01, 2016</b> 8:00 AM	Department of Public Health [Regulation and Licensure] <b>hearing dph test</b>	<input type="button" value="v"/>
<b>February 02, 2016</b> 8:00 AM to 11:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] <b>how to fish</b>	<input type="button" value="v"/>
<b>February 25, 2016</b> 8:00 AM	Department of Consumer Protections <b>test rejection</b>	<input type="button" value="v"/>
<b>February 01, 2016</b> 8:00 AM	Connecticut Insurance Department <b>test reject minutes as Admin</b>	<input type="button" value="v"/>
<b>February 19, 2016</b> 8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses] <b>test3 (Modified)</b>	<input type="button" value="v"/>
<b>March 12, 2016</b> 8:00 AM	1 Department of Energy and Environmental Protection [Permits and Licenses]	<input type="button" value="v"/>

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## Glossary

**Event** - a meeting.

**Group Name** The name of a group holding a meeting, e.g., a board, commission, committee, department, agency etc.

**Agency Name**- The name of a larger or parent agency under which a meeting "Group" is organized. For example, the State Properties Review Board (group) is placed within the Dept. of Administrative Services (agency). Some groups will not have an associated agency name.

**Event Submitted Date** – The date and time, a meeting event is posted to the SOTS Public Meeting Notice website.

**Venue** - the building or agency where a meeting is held.

**Contact** - the person to contact with questions about the meeting. The contact person does not have to be the person who posted the meeting event.

**Title** - the "subject" of a meeting.